

ENGINEERING AND RELATED SERVICES

January 27, 2006

STATE PROJECT NO. 700-99-0372

F.A.P. No. STP-9905(508)

RETAINER CONTRACT FOR

ROADWAY LIGHTING PROJECTS AND ELECTRICAL REVIEW

STATEWIDE

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide electrical engineering services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met prior to the execution of the contract.** One Prime-Consultant will be selected for this Contract. Sub-Consultants will not be allowed.

Project Manager – Mr. Joseph E. Douglas, P.E., he may be reached at (225) 379-1315.

PROJECT DESCRIPTION

The Consultant will provide plans, specifications, and construction related engineering services for existing and proposed roadway lighting projects for interstate and state highways. The Consultant will also provided design and construction related services for area lighting at Rest Areas and Weigh Stations, and review lighting projects designed by others. The Consultant will be required to execute a Task Order (TO) for each designated project which will specify the scope of services, performance time, and compensation. Each executed TO shall become a part of the Retainer Contract.

SCOPE OF SERVICES

DESIGN PROJECTS

Stage 3, Part III: Preliminary Plans

- Perform site inspection and consult with the appropriate DOTD Headquarters and District Personnel to develop a scope for the project.
- Execute TO
- Develop a proposal and construction cost estimate for the project.
- Submit the proposal and construction cost estimate to the DOTD Bridge Design Engineer for approval.

Stage 3, Part IV: Final Plans

- Prepare construction plans, specifications, and special provisions.

Stage 5: Construction

- Review/approve submittals, shop drawings, and Operation & Maintenance Manuals.
- Visit the project site as required, to inspect construction for conformity with the construction plans. The maximum number of site visits during construction will not exceed four visits per TO.

The following is a description of the types of work that the Consultant will be assigned:

1. **Roadway lighting for Interstate highways:** The Consultant may be required to provide design and construction related engineering services for roadway lighting on Interstate highways. The Consultant will provide plans, specifications, special provisions, shop drawing review/approval, and construction related engineering services. The projects may include combinations of highmast and low mount roadway lighting and underpass luminaries, and may be partial or full lighting schemes.
2. **Roadway lighting for State highways:** The Consultant may be required to provide design and construction related engineering services for roadway lighting on state highways. The Consultant will provide plans, specifications, special provisions, shop drawing review/approval, and construction related engineering services.
3. **Area lighting and building electrical:** The Consultant may be required to provide the design and construction related engineering services for area lighting and electrical power at Rest Areas and Weigh Stations. The Consultant will provide plans, specifications, special provisions, shop drawing review/approval, and construction related engineering services. The projects may include combinations of highmast, low mount, and wall pack lighting and electrical power servicing the needs of the particular facility.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices (Millennium Edition)
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)

12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Training Manual/90
19. A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems
20. Applicable ANSI, AISC, AGMA, NFPA, and OSHA Standards.

CONTRACT TIME

This Retainer Contract shall be in effect for the duration of three years. The services to be performed for each TO will be determined upon activation of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO will be specified in the executed TO. Upon expiration of the three year contract time, no new TOs will be executed; however, the Consultant will complete any work in progress.

COMPENSATION

The total amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of \$300,000. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager. Compensation to the Consultant for services rendered in connection with each TO shall be made on the basis of negotiated lump sum prior to each TO being issued.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Consultant must be registered in the State of Louisiana as a Professional Electrical Engineer.
3. The Consultant must also employ on a full time basis, a minimum of one Professional Electrical Engineer, registered in the State of Louisiana, with at least five years experience in DOTD standards and practices for roadway lighting, and having designed at least two in the last five years, and a corresponding support staff.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;

2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4.

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

DOTD's Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting a short list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov) will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant failing to submit any of the information required on the SF 24-102, or provide inaccurate information on the SF 24-102, will be considered non-responsive.

Name(s) of the Consultant listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. 700-99-0372** and will be submitted **prior to 3:00 p.m. on Monday, February 27, 2006**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Dr. Babak Naghavi, P.E., P.H.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

